



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Management Auditor /  
Associate Management Auditor (5 positions) **Statewide**

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** June 6, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-5841-XXX /  
051-640-4159-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent, at the journey level, will independently, or as a team leader, perform examinations of holders (private and public companies) of unclaimed property to obtain reasonable assurance that unclaimed property is being reported and remitted in compliance with the California Unclaimed Property Law. Specific duties include, but will not be limited to the following.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Independently, or as a lead, develop plans and procedures to test transactions, plus, age and analyze account detail and balances in asset, liability, trust, disbursement, income, and expense accounts to determine the status of amounts owed to persons that satisfy statutory escheat requirements.
- Independently, or as a lead, determine the processes, policies and procedures used by the holder to file unclaimed property reports. Perform reviews and analyses of general ledger accounts, journal entries; unusual write-offs, fees or service charges, correct dates of last activity, and determine if due diligence was performed in accordance with the Unclaimed Property Law for reporting of unclaimed property.
- Perform cursory reviews and analyses of general ledger accounts and descriptions to determine if it includes unclaimed properties. Typically, unclaimed property may be included in accounts such as, cash, contra asset, liability, income and expense, debt and equity.
- Apply proper audit documents with complete and concise language to be used to support findings. Independently develop appropriate recommendations for corrective actions based upon competent examination results and findings.
- Determine the complexity of processes, policies and procedures used by the holder to file unclaimed property reports. Review unclaimed property reports for property that has been reported to the state and determine if any interest is due.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Travel to and from audit site.

**DUTIES WILL COMMENSURATE WITH LEVEL HIRED**

**Desirable Qualification: current and valid driver's license**

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls